

45th District Court

Mental Health Treatment Court

POSITION: Mental Health Treatment Court Case Manager (Grant Funded Position)

WAGE: \$19.00 per hour, no benefits or leave provided (Grant Funded Position)

HOURS: 20 hours per week. Typical work hours will include Tuesday 9am-5pm (mandatory) and flexible for the remaining hours per week. Occasional work may be performed after 5 pm on weekdays or on weekends. The typical amount of hours may vary from 15-25 hours per week dependent upon workload.

GENERAL RESPONSIBILITIES:

Under direction of the Treatment Court Coordinator and the presiding Judge, perform assessments, presentence investigations which includes reviewing arrest records, criminal histories, employment history, and other pertinent information regarding individuals who may become participants of the Mental Health Treatment Court. Provide orientation for new participants to ensure their understanding of the probation orders and court policies and procedures as they relate specifically to Mental Health Treatment Court. Supervise and regularly meet with the participants to assure compliance with all conditions of their probation. Collaborate with the presiding Judge and Mental Health Treatment Court Team to assure delivery of services to participants. Prepare presentence recommendations, review hearing updates and violation of probation reports for the Judge and Mental Health Treatment Court team. Attend all Mental Health Treatment Court meetings and Court dockets. Ensure compliance with applicable laws and procedures as outlined by the Mental Health Treatment Court legislation. Coordinate schedules and maintain records of meetings relating to Mental Health Treatment Court. Review case files within required time frames, conduct oversight appointments monitoring participants in the program. Prepare case files, maintain records, and utilize case management software (JIS and DCCMIS). Prepare progress and statistical reports as required. Conduct PBT testing and/or oral swab testing. Maintain confidentiality while working with sensitive information. There may be other job duties required that are not listed.

EDUCATION, TRAINING AND EXPERIENCE:

A Bachelor Degree in Criminal Justice, Social Work, Counseling, Psychology, Sociology or a related field from an accredited college or university. Experience in case management, probation/parole or substance abuse/mental health counseling, preferred.

***This is a grant funded position from 10/1/2017-9/30/2018. The successful candidates tenure could potentially be continued beyond 9/30/2018 contingent upon satisfactory performance and continued or supplementary grant funding.

Please submit resumes and cover letter to Heather Ruffles, Veterans Treatment Court Coordinator
ruffles@45bdc.org by 10/2/17